

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Change Order Request to Purchase Order No. 54690 (Staff recommends approval).
REQUESTED ACTION: Approve change to increase total by \$29,375.00

Work Session (Report Only) **DATE OF MEETING:** 9/27/11
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: Financial Services

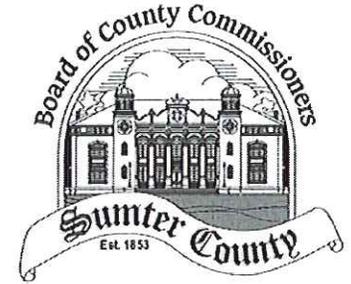
BUDGET IMPACT: \$29,375.00
 Annual **FUNDING SOURCE:** Capital Outlay Reserve Fund
 Capital **EXPENDITURE ACCOUNT:** Animal Control
 N/A

HISTORY/FACTS/ISSUES:

Purchase Order #54690 (Architecture Studio) increase request by \$29,375.00 to cover the additional design services for the Animal Control Barn, Pasture, and the Euthanasia Facility for the proposed CDA Fee Collection and Animal Control Administration Building.

Exhibit A

CHANGE ORDER REQUEST FORM



PO Number 54690
 Vendor Architecture Studio
 Original PO Amount \$86,804.00
 Current PO Amount (including any Change Orders) \$86,804.00
 Net Change Amount (-/+) \$29,375.00

PLEASE CHANGE THE FOLLOWING ITEMS						
Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code

PLEASE ADD THE FOLLOWING ITEMS					
Item	Account	Description	Quantity	Unit Price	Amount

Cancel Entire Purchase Order

Original Requestor's Signature

Cancel Item Numbers _____

Reason/Justification/Special Instructions:
 This is an increase in funds for the proposed CDA Fee Collection and Animal Control Administration Building to cover additional design services for the Animal Control Barn and Pasture, \$18,375 and the Euthanasia Facility, \$11,000. Account 305-200-562-6509.

Signature/Approvals Department Head _____ Date <u>9-6-2011</u> _____ Date <u>9-6-11</u>	Signature/Approvals Division Director _____ Date <u>09-06-2011</u> _____ Date	Signature/Approvals Financial Services Dept. _____ Date <u>9-8-11</u> _____ Date	Signature/Approvals County Administrator _____ Date <u>9-8-11</u> _____ Date
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PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

54690

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

TO

March 2, 2011

Architecture Studio, Inc
114 S Magnolia Ave
Ocala FL 34471

DATE _____

DEPT: Facilities Development

BY: *[Signature]*

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
305-200-562-6509 001-100-519-3100		1	Professional Design Services for the Proposed CDA Fee Collection and Animal Control Administration Building Quote attached Vendor is on contract to provide on-call services Contract period Sept 11, 2007 to Sept 10, 2011 Copy to Architecture Studio Inc.	86,804.00	86,804.00
TERMS:				TOTAL	86,804.00

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO: _____

AUTHORIZED BY: *[Signature]*

NOTE: ONLY ORIGINAL INVOICES

ALL BE CONSIDERED FOR PAYMENT

DISTRIBUTION:

- BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS
- WHITE COPY - TO VENDOR
- CANARY COPY - TO DEPARTMENT HEAD
- GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY: _____ DATE: _____

- 1. MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
- 2. PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
- 3. EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
- 4. THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.

July 06, 2011

douglas.conway@sumtercountyfl.gov

Sumter County Board of Commissioners
 Attn: Doug Conway
 910 North Main Street
 Bushnell, FL 33513



Re: Additional Services for:
 Animal Control Building – Additional Services for inclusion of Barn & Pasture

Architecture Studio, Inc. shall provide construction documents for the above mentioned project. We shall also coordinate meetings with the consultants and Sumter County Owner's team and the selected general contractors. Base services include; Architectural, Structural, Electrical, Civil, Surveying, Geo-technical, Environmental and Landscape Architecture. The Owner will determine its team members and we will notify team leader of meetings, etc. The scope of work and contract documents to be considered for this project includes the following tasks:

SCOPE OF SERVICES:

Task 5 & 6 – Programming Review and Evaluation Phase

Coordinate with Sumter County Officials and selected Owner's team to review proposed space needs. We will review the existing program to verify if it is current, and if it includes all users.

TASK 5		Programming Review and Evaluation Phase	
Review Animal Control requirements for the Barn and Pasture Area			
Develop evaluation plan study for team review. The proposed building is pre programmed to be approximately 1,440 sq. ft.			
Task 5		Fee	\$1,500

TASK 6		Civil Engineering and Survey Services	
Civil Engineering			
Includes \$750.00 Storm water management Application Fee		Fee	\$2,200
Survey Services – Furnished by Owner		Fee	N/A

The LEED Green Building Rating System is the nationally accepted benchmark for the design, construction, & operation of high performance green buildings.



Total Task 6	Total	\$2,200
TASK 7 Construction Documents		
Schematic Design – Conceptual floor plans and establish scope of work		
Design Development – Floor plan with develop details, update project estimate to determine that the project is within project budget.		
Construction Documents – Prepare permit documents		
Bidding or Negotiation Activities – Prepare bid document, participate in pre-bid conference, evaluate proposals.		
Construction Contract Administration – To include but not limited to review: RFI's (Request for Information), shop drawings, submittals, change orders, supplemental instructions, field observations, certification of payment and project close-out		
Fee shall be based on a percentage of construction cost, based on the State of Florida Department of Management Services (DMS), and A/E Fee Guide Calculator.		
Task 7 - Using attached DMS Fee Calculator Complexity Group "E" less than average total complexity (7.87%)	Fee	\$7,875

TASK 8 Extended Electrical Services		
Provide additional Electrical Design for the Barn interior and building perimeter. Site Lighting and Load Center is covered under Task 4 of basic services.		
Task 8	Fee	\$3,500

Reimbursables		
Architectural and Engineering		\$1000
Civil Engineering		\$750
Environmental		\$550
Landscape Architectural		N/A
Geotechnical Services		\$1000
Total Reimbursables	Total Fee	\$3,300

Summary		
Task 5 – Programming Review Evaluation Phase		\$1,500
Task 6 – Civil Engineering and Survey Services		\$2,200
Task 7 – Construction Documents		\$7,875
Task 8 – Extended Services		\$3,500
Reimbursables		\$3,300
Total	Total Fee	\$18,375

Attachments: The State of Florida, Department of Management Services Fee Guide Calculator. Thank you for your consideration.

Sincerely,



Joseph Rispoli, AIA, AR95439

August 8, 2011

douglas.conway@sumtercountyfl.gov

Sumter County Board of Commissioners
 Attn: Doug Conway
 910 North Main Street
 Bushnell, FL 33513

Re: Sumter County Animal Control Euthanasia Facility

Architecture Studio, Inc. shall provide construction documents for the above mentioned project. We shall also coordinate meetings with the consultants and Sumter County Owner's team and the selected general contractors. Base services include; Architectural, Structural, Electrical, Civil, Surveying, Geo-technical, Environmental and Landscape Architecture. The Owner will determine its team members and we will notify team leader of meetings, etc. The scope of work and contract documents to be considered for this project includes the following tasks:

SCOPE OF SERVICES:

Task 1, 2 & 3 – Architectural, MEP and Civil

Coordinate with Sumter County Officials and selected Owner's team to review proposed space needs. We will review the existing program to verify if it is current, and if it includes all users.

TASK 1		Civil Engineering and Survey Services	
Civil Engineering	Fee	Included	
Survey Services	Fee	\$1,500	
Total Task 1	Total	\$1,500	

TASK 2		Construction Documents	
Schematic Design – Conceptual floor plans and establish scope of work			
Design Development – Floor plan with develop details, update project estimate to determine that the project is within project budget.			
Construction Documents – Prepare permit documents			
Bidding or Negotiation Activities – Prepare bid document, participate in pre-bid conference, evaluate proposals.			

The LEED Green Building Rating System is the nationally accepted benchmark for the design, construction, & operation of high performance green buildings.



Construction Contract Administration – To include but not limited to review: RFI's (Request for Information), shop drawings, submittals, change orders, supplemental instructions, field observations, certification of payment and project close-out	
Task 2	Fee \$7,000

TASK 3	MEP
Mechanical, Electrical, Plumbing & Fire Protection Professional Engineering Services	
Task 3	Fee \$2,000

Reimbursables	
Architectural, Engineering and Civil	\$500
Total Reimbursables	Total Fee \$500

Summary	
Task 1 – Civil Engineering and Survey Services	\$1,500
Task 2 – Construction Documents	\$7,000
Task 3 – MEP	\$2,000
Reimbursables	\$500
Total	Total Fee \$11,000

Attachments: The State of Florida, Department of Management Services Fee Guide Calculator. Thank you for your consideration.

Sincerely,



Joseph Rispoli, AIA, AR95439
 Architect, Senior Partner